TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)  
U.S. ARMY

2. MAJOR SUBDIVISION  
U.S. TOTAL ARMY PERSONNEL COMMAND

3. MINOR SUBDIVISION  
RECORDS MANAGEMENT PROGRAM DIVISION

4. NAME OF PERSON WITH WHOM TO CONFERENCE  
Patricia R. Martin (703) 806-3171

5. TELEPHONE

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached __3__ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

   [✓] is not required; [ ] is attached; or [ ] has been requested.

7. ITEM NO.  

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
IS Planning and Programming System (ISPPS)

Background Information: IS Planning and Programming System (ISPPS) is a web-based system. ISPPS is governed by USAEUR Supplement 1 to AR 25-1, Information Management, dated 31 May 2002. This system is used at Headquarters United States Army Europe. ISPPS was built to streamline the Information technology and information management planning process by eliminating requirements statements from the user level. ISPPS provides a programmatic basis for establishing budget requirements for Information Management Equipment (IME) life-cycle replacements and establishes a single-theater view of IME authorizations. Adding and maintaining IME authorization levels is the primary function of the ISPPS. ISPPS establishes a direct link from the acquisition approval level (the servicing G-6 or DOIM) to the contracting agent. ISPPS also establishes authorization levels that provide the visibility of the IME to the local G-6, the Army Chief of Staff for Installation Management (ACSIM) and the Director of Information Management (DOIM). The outputs are reports. There are 3 modules used to create reports. Module 1 is the Unit Profile Report. The Unit Profile Report contains UICs, Unit Names, Function Codes, Process Codes, Configuration Codes, and Amount Authorized Costs. Module 2 is the Information Management Acquisition Requests (IMAR) Query Approval Report. This report contains UICs, Unit Names, Parent Unit UICs, IMAR Numbers, Function Codes, Process Codes, Configuration Codes, IMAR Quantity and Approved Security Codes. Module 3 is the IMAR Approval Maintenance Report and the Authorizations Reports.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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</thead>
</table>
| 1       | **FN: 25-1aaaa**  
**Title:** The IS Planning and Programming System (ISPPS) Masterfile  
**Authority:** TBD  
**Privacy Act:** Not applicable  
**Description:** The ISPPS is a web based system. ISPPS provides a programmatic numerical database for establishing budget requirements for the Information Management Equipment (IME) and Information Management Acquisition Requests (IMAR). ISPPS records consist of authorizations in levels for the IME and IMAR. ISPPS approval number database establishes a direct link from the acquisition level (the servicing G-6 or DOIM) to the contracting agent. ISPPS also establishes authorization level records that provide the visibility of the IME and IMAR to the local G-6, the Army Chief of Staff for Installation Management (ACSIM) and the Director of Information Management (DOIM) for approval. The IMR records are kept active on the ISPPS for 3 years. |
| 2       | **FN: 25-1bbbb**  
**Title:** The IS Planning and Programming System (ISPPS) Profile, IMAR and Maintenance Reports  
**Authority:** TBD  
**Privacy Act:** Not applicable  
**Description:** The IS Planning and Programming System (ISPPS) contains 3 modules used to create the Profile, IMAR and Maintenance Reports. Module 1 is the Unit Profile Report. The Unit Profile Report contains UICs, Unit Names, Function Codes, Process Codes, Configuration Codes, and Amount Authorized Costs. Module 2 is the IMAR Approval Report. The IMAR Report contains UICs, Unit Names, Parent Unit UICs, IMAR Numbers, Function Codes, Process Codes, Configuration Codes, IMAR Quantity and Approved Security Codes. Module 3 is the IMAR Approval Maintenance Report and the... |
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<td>7.</td>
<td>Authorization Report. This IMAR Report contains UICs, Unit Names, IMAR Numbers, Function Codes, Process Codes, Configuration Codes, User ID's. The Authorization Report contains UICs, Unit names, Function Codes, Process Codes, Configuration Codes, Amount Authorized and costs.</td>
</tr>
<tr>
<td>8.</td>
<td>Disposition Code TEP: Event: Upon completion of the project or disapproval of requirements statements. Keep until event occurs and then until no longer needed for conducting business, then retire to AEA. The AEA will transfer the records to NARA when the record is 25 years old. Electronic format must meet appropriate NARA standards. Disposition: KE6 Event is upon completion of the project or disapproval of requirement statement, whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</td>
</tr>
<tr>
<td>9.</td>
<td>115-109 NSN 7540-00-634-4064</td>
</tr>
<tr>
<td>10.</td>
<td>36 CFR 1228</td>
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</tbody>
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Electronic copies created on electronic mail and word processing systems. Delete when no longer needed for reference or updating; whichever is later.